# User's Guide

## SMART Board™ Software

for Windows 98, 2000, ME, XP
and Windows NT

SMART Board Interactive Whiteboard
*Rear Projection* SMART Board Interactive Whiteboard
SMART Board *for Flat-Panel Displays* Interactive Overlay
Sympodium™ Interactive Lectern

SMART™
Technologies Inc.

## *Registration Benefits*

In the past, we've made new features such as handwriting recognition, USB support and SMART Recorder available as free software upgrades. Register your SMART product to be notified of free upgrades like these.

Keep the following information available in case you need to contact Technical Support:

**Serial Number** _____

**Date of Purchase** _____

Register online at: www.smarttech.com/registration

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# Important Information

**WARNING**

If you use a projector with your SMART Board™ interactive whiteboard, do not stare into the beam of light created by the projector. Instruct children not to look in the direction of, or stare at, the beam of light created by the projector.

**WARNING**

To reduce the risk of fire or electric shock, do not expose any interactive product to rain or moisture.

**NOTE:** The precautions in this section of the guide apply to the SMART Board 500 interactive whiteboard. If you have a *Rear Projection* SMART Board interactive whiteboard, a Sympodium™ interactive pen display, or a SMART Board *for Flat-Panel Displays* interactive overlay, refer to the installation manual that came with your model for warnings, precautions, maintenance and cleaning instructions.

## Other Precautions

For operating safety and to avoid damage to a front projection SMART Board interactive whiteboard, carefully read and observe the following instructions.

- If you move a SMART Board interactive whiteboard that is mounted on a floor stand, do so with care. Quick stops, excessive force and uneven surfaces may cause the interactive whiteboard to overturn.
- If you are transporting the interactive whiteboard over a distance, we strongly urge you to completely repackage it using the original packaging. If the original packaging is no longer available, pack all components with as much padding as reasonably possible to ensure that they are not exposed to excessive vibration or shock.
- Avoid setting up and using the interactive whiteboard in an area with excessive levels of dust, humidity and cigarette smoke.
- Avoid leaving cables on the floor. If you must run a cable over the floor, lay the cable in a flat, straight line and secure it to the floor with tape or a cable management strip in a contrasting color. Handle cables carefully and avoid excessive bending.
- If you require replacement parts, make sure the service technician uses the replacement parts specified by SMART Technologies Inc. or parts with the same characteristics as the original.

## Cleaning the Writing Surface of an Interactive Whiteboard

Before you clean the SMART Board interactive whiteboard, log off the computer. Otherwise you will scramble the desktop icons or activate application components when you touch the screen. You should also put the projector on standby to more easily view dirt and streaks.

For optimal clarity, clean a frequently used interactive whiteboard approximately once a week using a standard glass or whiteboard cleaner. Just spray the screen with cleaning fluid and wipe with a paper towel.

To remove marks made with a permanent marker, completely cover these marks with the ink from a dry-erase marker and wipe with a soft cloth while the ink is still wet. Dry-erase ink contains solvents that work to remove permanent ink. If any trace of the original permanent ink remains, spray the area with standard glass or whiteboard cleaner and wipe clean.

**TIP**

When removing permanent marker ink, do not use low-odor or non-scented dry-erase markers because they do not contain the appropriate solvents.

## Preventing Damage to the Writing Surface

Although the front projection SMART Board interactive whiteboard is very durable, sharp writing instruments, such as ballpoint or fine-point pens, can damage the analog-resistive surface if they're applied with heavy pressure. Keep these types of pens away from the interactive whiteboard and avoid abrasive erasers and cleaning materials.

## General Tips for Trouble-Free Performance

These tips apply to a SMART Board interactive whiteboard that is ready for use, with SMART Board software installed and running.

- Make sure all the styluses and the eraser are placed securely in the pen tray
- Verify that the Ready Light on the pen tray is illuminated green
- Ensure that the interactive whiteboard is connected to a USB or COM port that's recognized by the operating system and is not being used by another application

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# Overview

From the classroom to the boardroom, SMART Board interactive whiteboards and Sympodium lecterns are intuitive, easy-to-use tools for delivering dynamic presentations and conducting effective meetings. Imagine the advantages of presenting documents, Web pages and videos on an interactive screen that responds to the touch of your finger or a stylus. Through touch, you can control computer applications and create annotations over these applications in electronic ink.

As you progress through this manual, you may be surprised to learn that there's much more that you can do. Read the following sections to learn more about these tools:

- SMART Video Player (page 9)
- the buttons on the pen tray or the Sympodium lectern (page 10)
- the Floating Tools (page 10)
- SMART Keyboard (page 12)
- the screen capture tools (page 13)
- SMART Recorder (page 14)
- Notebook™ software (page 15)

This guide also shows you how to deliver interactive presentations (page 26), use more than one interactive display (page 29), use the SMART Board software in non-projected mode (page 31), and use shortcuts to become more efficient in Notebook software (page 33). For specific procedures, read the Help, which you can access from the Help menus and buttons in the applications that comprise SMART Board software.

Although you can install and use SMART Board software on any computer, it is intended for use with front projection SMART Board interactive whiteboards, *Rear Projection* SMART Board interactive whiteboards, Sympodium interactive pen displays and SMART Board *for Flat-Panel Displays* interactive overlays. For setup or installation information, read the documentation that came with your interactive product.

**NOTE:** This guide is for SMART Board software users who are running the Microsoft® Windows® 98, 2000, ME, XP or Windows NT® 4.0 operating system. If you have the Windows 95 operating system, you must use an older version of SMART Board software, which you can obtain from the installation CD or on our Web site (www.smarttech.com). There, you'll also find a version of the *SMART Board User's Guide* that will help you use that version of the software.

## SMART Board Software Components

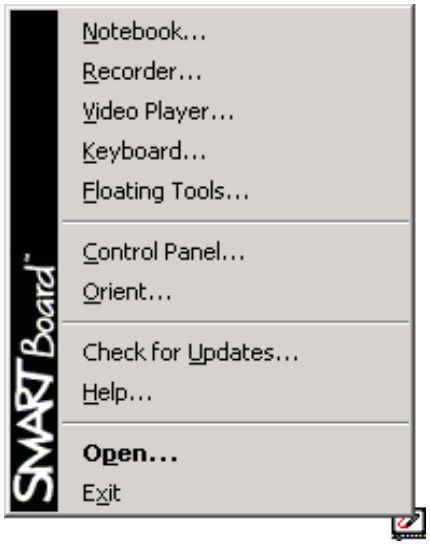
SMART Board software has two main components:

- the service – the background driver that translates contact with the interactive screen into mouse behavior
- the tools – the interface you use to access most setup and annotation tools (beyond basic touch control)

With the SMART Board software service running on the connected computer, you can control the computer by touching the SMART Board interactive whiteboard (used with a digital projector) or Sympodium lectern. However, to use the pen tray styluses, or the pen tool and function buttons, you must have the SMART Board tools open, indicated by the SMART Board icon appearing in the system tray.

### SMART Board Tools

The SMART Board tools include Notebook software, the SMART Keyboard, SMART Video Player, SMART Recorder, screen capture tools and the Floating Tools. To open any tool, press the **SMART Board** icon in the system tray and select a tool from the menu that appears.




### SMART Board Control Panel

Open the *SMART Board Control Panel* if you need to change or check the settings of the software and your SMART interactive product. On the **Boards** tab of this dialog box, you can:

- view status information for your SMART hardware and access the status log for information and diagnostic purposes
- orient your interactive whiteboard (page 5)
- access advanced settings, such as the level of orientation

  **NOTE:** Use the other advanced settings only when Technical Support advises you to do so because some alterations can adversely affect your hardware.
- set up the interactive screen for projected (page 5) or non-projected (page 31) use

- control the connection between your SMART hardware and your computer

Use the **Pen Tray** tab of the *SMART Board Control Panel* to customize the pen tray tools or the pen tool buttons to accommodate your individual preferences. On this tab, you can also quickly return the tools to their default settings. See page 10 for more information.

The Floating Tools are a versatile palette of buttons that float over any open application and includes a variety of annotation tools. With the **Floating Tools** tab of the *SMART Board Control Panel*, you can customize this palette to suit your needs.

SMART Aware integrates SMART Board software with a number of popular conferencing, graphics, word processing, spreadsheet and presentation applications. When you use an application that is Aware, whatever you write becomes part of the file, rather than an external annotation. Use the **Aware** tab of the *SMART Board Control Panel* to enable or disable this feature, change your preferences and display a list of active Aware applications.

With an on-screen display controller, you can control many projector and flat-panel display functions (such as the volume, power and input source) simply by pressing the interactive screen. Use the **Display Controllers** tab to install on-screen display controls for your projector or flat-panel display.

## The Pen Tray

The SMART Board interactive whiteboard is equipped with a pen tray that contains the following tools:

- four styluses and an eraser for adding and removing electronic ink
- buttons for quick access to other software tools
- a Ready Light for checking the state of the interactive screen

To left-click on the interactive screen, leave all the tools in the pen tray and touch the screen.

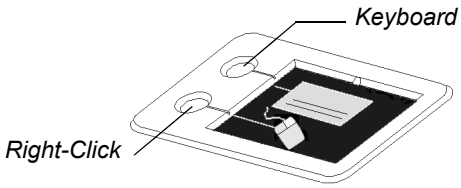
### To write and erase on the interactive surface

To write over top of the computer image, just pick up one of the four styluses from the pen tray and write on the screen. To erase the electronic ink, pick up the eraser and drag it across the annotation.

You can change any of these tools to suit your needs (page 10). For example, you can change a stylus to a highlighter or change the color or width of its electronic ink. You can also change the size of the area erased by the eraser.

### To use the pen tray buttons

Press the top pen tray button to open the SMART Keyboard. Press the bottom button to make your next contact with the interactive screen a right-click.




If you prefer, you can modify either of these buttons to perform a different function (such as printing the current page, clearing annotations or advancing to the next page). For detailed instructions, refer to *Customizing Pen Tray Buttons in Projected Mode* in the SMART Board tools Help.

### Understanding the Ready Light

A green Ready Light means that your pen tray is fully operational: It's receiving power, and the hardware and installed software are fully integrated. A red Ready Light indicates the pen tray is receiving power through the SMART USB cable but it isn't yet integrated with SMART Board software. When the light flashes between red and green, the pen tray is powering up.

## The Pen Tool and Function Buttons on Sympodium Products

As soon as you turn on the Sympodium interactive lectern and power up the connected computer, you can left-click by touching the stylus to the screen. You can use the pen tool buttons and the function buttons to access various software functions.

### To use the pen tool buttons

To write over top of the computer image, just press one of the **Colored Ink** buttons and then write on the screen with the stylus. If you like, you can change the ink's transparency, color and width for any of these buttons (page 10).

To erase, press the **Eraser** button and drag the stylus across the ink you want to erase. The eraser is also resizable (page 10). To return to a left-click, press the **Left-Click** button.

### To use the function buttons (interactive pen displays only)

To have your next screen contact behave as a right-click, press the **Right-Click** button. After you touch the screen, the stylus behavior reverts to a left-click.

To open specific SMART Board tools, press the appropriate button. Read the guide that came with your product for more information.

If you like, you can change the function of the **Right-Click** button and the **Keyboard** button. Refer to *Customizing Pen Tray Buttons in Projected Mode* in the SMART Board tools Help for instructions.

# Using SMART Board Software in Projected Mode

You can run SMART Board software in one of two modes: Projected (Mouse) or Non-Projected (Whiteboard) mode. Projected (Mouse) mode offers the most functionality at the interactive screen. In fact, if you're using a *Rear Projection* SMART Board interactive whiteboard, a SMART Board *for Flat-Panel Displays* interactive overlay or a Sympodium product, you must always keep SMART Board software in projected mode. And, of course, the most effective way to use your SMART Board interactive whiteboard is with a connected digital projector that displays the image from your computer on the interactive surface.

For information on the non-projected mode, see page 31 of this manual or the book entitled *Setting Up and Using a Non-Projected Whiteboard* in the SMART Board tools Help.

### To change the mode

1. Press and hold the **SMART Board** icon in the system tray and select **Control Panel**.
2. On the **Boards** tab, press the correct mode (**Projected** or **Non-projected**) and then press **OK**.

## Orienting the Screen

To accurately and appropriately respond to your touch, the SMART Board driver needs to know exactly where the image from your computer is located on the interactive screen. The driver gets this information from the screen's orientation settings. With a correct orientation, the cursor appears directly beneath your fingertip or the stylus of the Sympodium interactive pen display, and the system accurately tracks screen contact.

Although SMART Board software assigns a default orientation to your interactive screen, you can improve the screen's response by performing an orientation procedure – a very simple process of precisely touching red crosses (targets) on the screen. If your interactive whiteboard gets jostled and the projected image becomes misaligned, you can repeat the orientation procedure to correct the misalignment.

**TIPS**

To access the *Orientation* screen, press both the **Right-Click** and **Keyboard** buttons on the pen tray.

During the orientation, firmly press the small yellow square in the center of each red cross. If you neglect to do this, the SMART Board driver won't track your screen contact correctly.

If you're dissatisfied with the precision of a particular orientation point, you can retract the poorly aligned point by pressing the **Right-Click** or **Keyboard** button, or the LEFT ARROW key on the keyboard.

For even greater tracking precision, you can change the orientation level. Three levels are available: Quick (4 points), Standard (9 points) and Fine (20 points). Depending on your situation, you may want to re-orient quickly and with minimal interruption, or you may want to obtain the most precise tracking level possible if you have a higher-resolution system.

When you change the orientation level, that level becomes the default for future orientations.

### To orient the interactive screen

Press the **SMART Board** icon in the system tray and select **Orient**.

The *Orientation* screen appears. Follow the on-screen instructions.

### To change the orientation level

1. Press and hold the **SMART Board** icon in the system tray and select **Control Panel**.
2. Press the **Advanced** button on the **Boards** tab.

   The *Edit Advanced Board Settings* dialog box appears.
3. On the *Pick Orientation Precision* tab, press the orientation level that you prefer.
4. Press **Apply**, and then press **OK** to close the *Edit Advanced Board Settings* dialog box.
5. If you want to orient the screen, press the **Orient** button on the *SMART Board Control Panel.*
6. Press **OK** to close the *SMART Board Control Panel*.

## Adjusting the Projected Image

For both front and rear projection SMART Board interactive whiteboards, you can fix many image problems by shifting the projector or adjusting the zoom lens. Optimally, you should have a margin of approximately 3/8" (1 cm) on both the right and left sides of the screen.

You should set the projector to its optimal image resolution by following the instructions in your projector's manual. Then set your computer's resolution to match. If the resolutions don't match, the on-screen image won't properly fill the interactive screen and may shimmer or be distorted.

### To set your computer's resolution

**NOTE:** This procedure may vary depending on the version of your operating system.

1. From the **Start** menu, select **Settings > Control Panel**.
2. In the *Windows Control Panel*, double-click **Display**.
3. In the *Display Properties* dialog box, click the **Settings** tab.
4. Move the slider to match the pixel setting to your projector's resolution.
5. Click the **Apply** button. Then click **OK**.
6. Restart your computer, if required.

### Note for Laptop Users

If the interactive whiteboard remains unresponsive, even though you've connected it to a COM port on your laptop computer, there may be a port conflict with the software on your laptop. One solution is to use a different COM port and change the port setting on the **Boards** tab of the *SMART Board Control Panel*. Another solution is to disable the detection feature of the infrared device software so your interactive whiteboard can use the COM port.

## Using an On-Screen Display Controller

With an on-screen display controller, you can control many projector and flat-panel display functions (such as volume, power and input source) simply by touching the interactive screen. On-screen display controllers also preserve your projector lamp or flat-panel display by automatically turning them off during periods of inactivity.

### To install an on-screen display controller

1. Connect the appropriate cable from the projector or flat-panel display to an available COM port on your computer.
2. Activate a screen saver.
3. Press the **SMART Board** icon in the system tray and select **Control Panel**.

   The *SMART Board Control Panel* opens.
4. Press the **Display Controllers** tab.
5. Press the **Add** button.

   The *Display Controller Wizard* opens.
6. Follow the instructions that appear on the screen.

**TIP**

You can configure the on-screen display controller for switching between the resident computer and a guest laptop. Refer to the topic entitled *Configuring the Guest Laptop Switch* in the SMART Board tools Help for instructions.

### To use an on-screen display controller

After you install an on-screen display controller, an icon appears in your system tray, as shown below.

*On-Screen Display Controller Icon*

Press this icon to access a menu of commands for controlling your projector or flat-panel display.

# Writing, Erasing and Capturing with SMART Board Software

SMART interactive products make it easy to work with any computer application. You can write on the screen with a stylus, the various tools available in the Floating Tools, or a combination of both. After you annotate on the screen, you can erase the notes or capture and save them using various methods.

This section of the guide describes how to:

- write on the screen using the pen tray or pen tool buttons (this page)
- modify the pen tray tools or pen tool buttons (page 10)
- use the Floating Tools (page 10)
- modify the Floating Tools (page 11)
- add text with the SMART Keyboard (page 12)
- erase what you've written (page 13)
- capture your notes into Notebook software (page 13)
- record a movie of your actions with SMART Recorder (page 14)

## Writing on the Interactive Screen

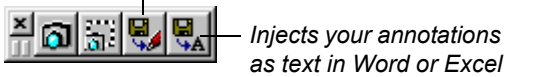
To write on your interactive screen, select one of the four colored styluses from the pen tray (SMART Board interactive whiteboard) or press a **Colored Ink** button (Sympodium interactive pen display), and then write on the screen. For interactive whiteboards, you can pick up a stylus but write on the screen with your finger to produce the behavior of the lifted tool.

**NOTE:** If you're using regular dry-erase markers, leave the caps on. You're writing in virtual, electronic ink rather than physical ink.

To write in a different color, pick up a different stylus or press a different **Colored Ink** button. On SMART Board products that have a pen tray, you must return each stylus to the slot with the corresponding color, because color recognition comes from the slots in the pen tray, rather than the styluses themselves.

### To insert your notes in a third-party application file

If the application you're using is supported by SMART Aware, your writing is either inserted for you or a toolbar appears for that purpose. Use the Slide Show toolbar with Microsoft PowerPoint® software (page 28) or the toolbar below with Microsoft Word or Excel software.




Although SMART Aware is enabled for all supported applications by default, you can disable it. For complete details, refer to the book entitled *Aware* in the SMART Board tools Help.

If the application you're using is not supported by SMART Aware, your notes appear on top of the file. To save your notes, you may want to capture them into Notebook software (page 13). However, you can also insert your handwriting into the third-party application as typed text by pressing the annotation for approximately three seconds and selecting **Inject <your annotation> here**.

## Writing over Video Using SMART Video Player

With SMART Video Player, you can write over video from a video file or video from a hardware device (such as a VCR or DVD player) that's connected to your computer. You can also freeze frames and save or clear your annotations. To open SMART Video Player, press the **SMART Board** icon in the system tray and select **Video Player**.

You can set your SMART Video Player preferences by selecting **Video Player Settings** from the **Options** menu. For example, you can automatically pause the video whenever you pick up a stylus or eraser from the pen tray. You can also choose to fade out your annotations, remove the toolbar that appears in Full Screen mode, and automatically select the same video hardware source the next time you use SMART Video Player.

**CAUTION**

If you have a video card that doesn't support image stretching, don't use the 200% view because your system might crash.

### To view the video output from another device

Select the video hardware device from the **File > Select Video Hardware** menu. When you connect a video hardware device to your system, SMART Video Player detects it and adds it to the File menu. If the device fails to appear on the File menu, try connecting the device again.

**TIPS**

If you're using a slower computer system, pause the video before annotating and clear your annotations before resuming, as this requires fewer system resources.

### To annotate over video and capture your annotations

To annotate, just pick up a stylus from the pen tray and write over the moving or still video image. To capture your video annotations into Notebook software, press the **Capture** button. The video pauses while the annotations are inserted into Notebook software.

For additional details about SMART Video Player, read the Help file, which you can access by selecting **Help > Contents** in the *SMART Video Player* window.

## Modifying the Pen Tray Tools, the Pen Tool Buttons or the Function Buttons

You can alter the line thickness, color and transparency settings for the pen tray styluses or the **Colored Ink** buttons with the *SMART Board Control Panel*. You can also change the eraser size and the function of the **Right Click** and **Keyboard** buttons to suit your needs.

To change the behavior of a tool, open the *SMART Board Control Panel* to the **Pen Tray** tab and press one of the large tool buttons on the left side. Then select the options you want for that tool. For complete details, refer to the book entitled *Customizing the Pen Tray and Floating Tools* (under *Setting Up an Interactive Whiteboard or Lectern)* in the SMART Board tools Help.

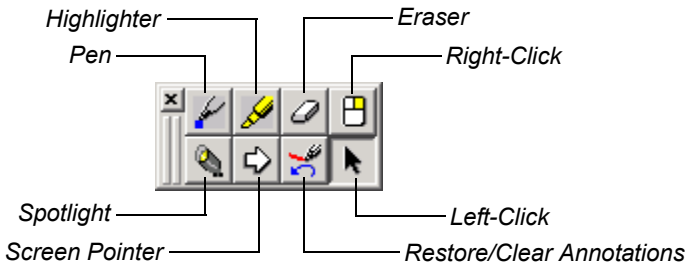
**NOTE:** SMART Board software retains your settings until you log off or shut down your computer.

**TIP**

If you share your SMART interactive product, you may want to save your personal pen tray settings without changing those used by others: On the **Pen Tray** tab of the *SMART Board Control Panel*, select **Save As** from the **User Profiles** list, enter a name, and click **OK**.

## Using the Floating Tools at the Interactive Screen

The Floating Tools palette is a portable toolbar that appears over any open application on your interactive screen and gives you access to a variety of annotation and presentation tools. To access these tools, press the **SMART Board** icon in the system tray and select **Floating Tools**. Then press the tool you want. Along with a virtual stylus and eraser, and other unique tools for creating geometric shapes, the Floating Tools palette contains a special button for clearing annotations or restoring deleted annotations. For complete details about the Floating Tools palette, refer to the book entitled *Using the Floating Tools* in the SMART Board tools Help.




**NOTE:** You must have a SMART interactive product connected to your computer to use the Floating Tools. However, you can also control these tools with your computer's mouse, as long as the SMART product is connected.

If you have an interactive whiteboard, pick up a stylus, select a tool from the Floating Tools palette, and press the interactive screen for electronic ink to appear in the color of the stylus. This is an easy way to insert a geometric shape in a specific color.

**TIP**

The **Rectangle** button on the Floating Tools palette is ideal for highlighting large areas of data on the interactive screen. To add it to the palette, first click the **SMART Board** icon, and then open the **Control Panel**. Click the **Floating Tools** tab, and drag the **Rectangle** button onto the Floating Tools palette. Then change the transparency, fill and color properties of the Rectangle tool as you like. Press the rectangle button and drag a rectangle over your text with your finger. Refer to the book entitled *Customizing Floating Tools* in the SMART Board tools Help for full details.

### To restore/clear annotations

Use the **Restore Annotations/Clear Annotations** button to remove annotations or restore annotations. When you write something on the interactive screen, the button is in the Clear Annotations state, but after you delete an annotation, the button changes to the Restore Annotations state.

This button is especially useful if you accidentally lose an annotation or if you want to view a deleted annotation again. Even if the Floating Tools aren't open, you can restore the annotation. To do this, press and hold the **SMART Board** icon in the system tray, select **Floating Tools**, and then press the **Restore Annotations** button.

## Modifying the Floating Tools

If you want, you can change the color, size and transparency of the annotation tools so they suit your presentation needs. You can also add tools to the Floating Tools palette and remove those you no longer need.

### To change a drawing tool

1. Double-press the **Pen**, **Highlighter** or **Shape** button in the Floating Tools.

   The *Configure Tool Settings* dialog box opens.
2. Select a color from the 16-color palette for the selected tool under **Color**.
3. To create a highlighter effect, select the **Transparent** check box.
4. If you're changing a **Shape** button and want the object to have a solid color, select the **Filled** check box.
5. Select a width between 1 and 32 pixels in the **Width** box.
6. Press **OK**.

### To add or remove a tool

1. Press the **SMART Board** icon in the system tray and select **Control Panel**.

   The *SMART Board Control Panel* opens.
2. Press the **Floating Tools** tab.

3. To add a tool, drag it from the **List of Tools** onto the **Editable Floating Toolbar**.
4. If you're adding a drawing tool, the *Configure Tool Settings* dialog box opens. Use this dialog box to define the tool properties as explained in the previous section.
5. To remove a tool, drag it from the **Editable Floating Toolbar** onto the trash can icon.

**TIP**

If you share your SMART interactive product, you may want to save your changes to the Floating Tools in a personal user profile. To do this, select **Save As** from the **User Profiles** list on the **Floating Tools** tab of the *SMART Board Control Panel*, enter a name, and click **OK**.

## Adding Text with the SMART Keyboard

Although your interactive product is a great tool for presenting information, there are situations where you need to use a keyboard. For example, to rename a file you're saving, you must type the new name in the *Save As* dialog box. You can do this without moving to a physical keyboard by using the SMART Keyboard to type into a dialog box right at the interactive screen.

To open the SMART Keyboard, press the **SMART Board** icon in the system tray and select **Keyboard**. For more information about SMART Keyboard, read the Help file, which you can access by clicking the keyboard icon on the title bar and selecting **Help**.

**NOTE:** You must have a SMART product connected to your computer to use the SMART Keyboard.

**TIPS**

You can also press the **Keyboard** button on the pen tray or the function buttons on the interactive pen display to open the SMART Keyboard.

You can drag the keyboard to any screen location or even resize it. To try ten-fingered typing, move the keyboard to a relatively high location and resize it to suit your hand size.

## Erasing What You Write

It's easy to remove any annotation on the interactive screen. If you have an interactive whiteboard has a pen tray, pick up the eraser and drag it across your annotation. If you're using a Sympodium interactive pen display, press the **Eraser** button and touch the stylus to the screen.

If you'd prefer to remove all annotations at once, you can configure a pen tray button to clear all annotations when you press it. Alternatively, you can press the **Clear Annotations** button in the Floating Tools palette.

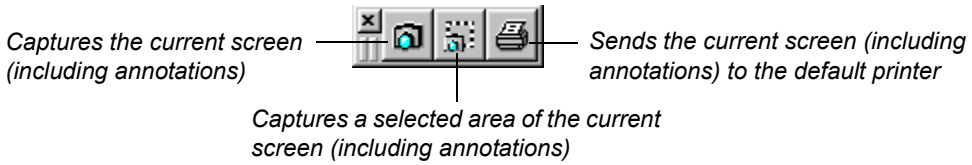
You can change the size of the eraser to suit the annotations that you're erasing. For details on doing this, see *Customizing the Pen Tray Eraser* (under *Setting Up an Interactive Whiteboard* and then *Customizing the Pen Tray and Floating Tools)* in the SMART Board tools Help. Make the eraser small to erase fine details or big to erase large areas of the screen.

**TIP**

If you're working outside of Notebook software, encircle the area that contains the freehand annotations you want to erase with the edge of the pen tray eraser. Then tap once inside that circle to erase all the annotations within it.

## Capturing What You Write

SMART Board software makes it easy to capture an image of your annotations and the underlying application. You can use the Save/Print toolbar (shown below), and if that toolbar isn't available, you can use the Screen Capture toolbar in Notebook software (page 19). Each new capture appears on a new page of your Notebook file. If you don't have Notebook software open, SMART Board software opens it for you.


Captures the current screen (including annotations)
Sends the current screen (including annotations) to the default printer
Captures a selected area of the current screen (including annotations)

**TIP**

If you're using a Sympodium interactive pen display, press the **Capture** button to open the Screen Capture toolbar in Notebook software.

## Recording Your Actions with SMART Recorder

You can use SMART Recorder to record everything you do and say while working at the interactive screen or your computer. Your recording is saved as an AVI file, which you can play with SMART Video Player or Windows Media Player. To access SMART Recorder, press the **SMART Board** icon in the system tray and select **Recorder**.

You can set the options for your recording by pressing the **Options** button. For example, you can set a higher sound and video quality. However, this will increase the file size, which is a concern if your computer has limited hard disk space or if you intend to e-mail the file or post it on a website. Also, you can change the default save directory and the location of the temporary files that are created when you record the movie. At the same time, you can prevent the loss of your recording by setting SMART Recorder to warn you when disk space is low.

To use SMART Recorder, you must have a SMART interactive product connected to your computer. To record audio, you must have a microphone connected to your computer.

For complete details, read the SMART Recorder Help, which you can access by clicking the keyboard icon on the title bar and selecting **Help**.

**TIPS**

To improve the quality of your recordings, use the fastest computer available. Screen recording requires a lot of computing power.

When you're recording, write often to keep your audience's attention.

Repeat audience questions so the microphone can pick them up.

Don't use animations because they dramatically increase file size. Complex graphics and high-resolution photographs also increase the file size. Read the online Help for more tips on keeping the file size small.

# Using Notebook Software

With Notebook software, you can create a presentation that's full of colorful clip art, graphics and text from a variety of sources. As you present, keep your audience's attention by moving, uncovering and otherwise manipulating these objects. As your audience provides comments and suggestions, capture their input on a Notebook page by using the many tools available.

All the notes you make are selectable objects on your Notebook page. Also, you can use the tools in Notebook software to organize, save or print each Notebook page at your workstation or at the interactive screen.

The simplest way to add notes to a page is to use the physical pen tray tools or the pen tool buttons in Notebook software to create or erase objects. However, you can also create annotation objects by using the available menu commands and toolbars, the Gallery, or the screen capture tools. If you need more details, refer to the Help provided with Notebook software, which you can access by selecting **Help > Contents**.

**NOTE:** If you use Notebook software on a computer that's not connected to any SMART hardware, you'll notice a watermark on each Notebook page. This watermark won't appear on printed pages, and it disappears as soon as the files are moved to a computer that's connected to a SMART interactive product. So, the watermark does not prevent you from working on Notebook pages on a different computer from the one being used for the presentation.

## Opening Notebook Software

Press the **SMART Board** icon in the system tray and select **Notebook**.

## Selecting a View

Notebook software has four distinct views: Whiteboard, Page Sorter, Full Screen and Attachments.

Notebook software always opens in the Whiteboard view. In this view, you can create and edit objects on the current page and see the pages that make up your file in a vertical strip of thumbnail images, called the Side Sorter. These thumbnails automatically update as your page content changes. You can also move objects by dragging them onto a thumbnail or press a thumbnail to go to a different page. Because all the tools you need to create, import, sort and edit objects are available in the Whiteboard view, it's the optimal view for creating a presentation at your desktop.

The Page Sorter view displays all the pages in your current file as if you physically spread the pages out on a desk. In this view, you can rearrange the pages by dragging them to new positions.

Use the Full Screen view to deliver your presentation. This view maximizes the page itself for better viewing by an audience.

Taking time during a presentation to navigate to files you want to show can be awkward and distracting. The Attachments view gives you convenient access to related information without increasing the size of your Notebook file. Use this view to attach files, shortcuts to files and links to Web addresses (URLs).

In all views, you'll see a toolbar for accessing the functions available in that view. For example, the Full Screen view includes a toolbar for navigating through the pages of your file and for returning to the Whiteboard view. Similarly, in the Whiteboard, Page Sorter or Attachments view, you can access either the Simple toolbar or the Standard toolbar. These two toolbars provide a variety of shortcuts for performing tasks in Notebook software, including object-creation, navigation, file management and editing functions. You can switch between these two toolbars by checking or unchecking **View > Simple Toolbar**. For a complete list of toolbar actions and shortcuts, see page 33.

**TIP**

If you're unsure of what function a toolbar button performs, hover over the button to read its name.

## Creating Objects on a Notebook Page

You can create text, graphics and shapes on a Notebook page using the styluses in the pen tray, or one of the following methods:

- typing text (this page)
- drawing objects using the pen tool (page 17)
- handwriting recognition (page 17)
- creating geometric shapes (page 18)
- inserting pictures (page 18)
- inserting screen captures (page 19)
- inserting print captures (page 19)

You can only create annotations in the Whiteboard and Full Screen views. As you annotate, Notebook software automatically groups objects that you create in close proximity, such as handwritten letters. However, you can easily ungroup these objects (page 21) or rearrange them (page 22).

For complete details on object creation, refer to the book entitled *Creating Objects* in the Notebook software Help.

### Typing Text

To enter typed text on a Notebook page, just start typing. A text box appears, enlarging as you add more text, and automatically wrapping when you reach the edge of the workspace. When you finish entering text, press outside the text box.

If you want, you can create a custom-sized text box before you begin typing by selecting **Draw > Text,** and then dragging a selection handle to adjust the size. Also, you can resize an existing text box using the Select tool. With a custom-sized text box, the text automatically wraps at the right boundary, so it remains within the width you established.

**TIP**

Consider using the on-screen keyboard for any keyboard input that you need to do at the interactive screen. By using this keyboard, you don't have to move away from the screen to enter typed text on a Notebook page.

### To draw objects with the pen tool

1. Press the **Pen** button.
2. Draw on the interactive screen with your finger or with your mouse on the computer.

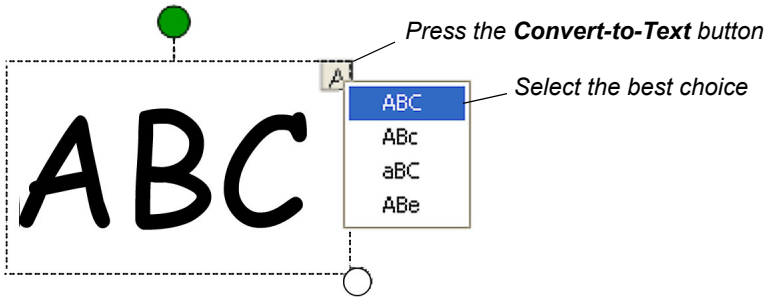
   To use a different ink color, select **Current Color** from the **Format** menu, and then press a color square in the color palette.

   To change the thickness of the pen's line, select **Line Width** from the **Format** menu, and select a new line width.

## Handwriting Recognition

Handwriting recognition lets you convert handwritten and hand-printed letters into editable text that can be used in any Windows application.

### To convert handwritten letters to editable text




1. Pick up a stylus from the Pen Tray and print or write on the screen.
2. Place the stylus back in the Pen Tray.
3. Select the annotation and press the **Convert-to-Text** button.

   A pop-up list of possible conversions appears.
4. Select the best one.

Notebook software converts your handwriting into editable text.

## To highlight an object

1. Select **Highlighter** from the **Draw** menu.
2. To change the ink color, select **Current Color** from the **Format** menu, and then press a color square in the color palette.
3. To change the line width for the highlighter, select **Line Width** from the **Format** menu, and select a width.
4. Draw on the interactive screen with your finger or with your mouse on the computer.

### To create geometric objects

1. Select **Rectangle, Ellipse, Line** or **Shapes** from the **Draw** menu.
2. To change the ink color, select **Current Color** from the **Format** menu, and then press a color square in the color palette.
3. To change the thickness of the lines, select **Line Width** from the **Format** menu, and select a width.
4. Drag your finger on the interactive screen or your mouse on the computer to create the geometric object.

### To add pictures to your page (up to 1.5 MB)

Select **Insert > Clip Art**. Then select an image file from your computer in .wmf, .bmp, .jpg, .tif, .gif or .png format.

If you have a scanner, you can also insert scanned pictures. To do this, select **Insert > Picture from Scanner > Select Source** and select your scanner. Then select **Insert > Picture from Scanner > Acquire**.

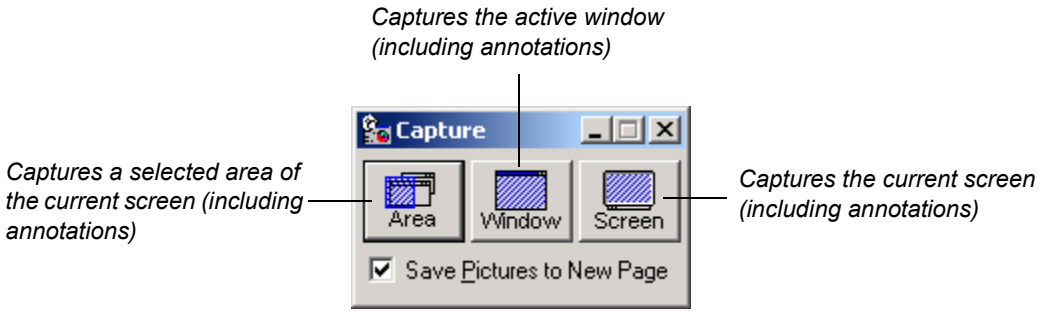
Another method is to drag the pictures from the *Gallery* window onto your page. The Gallery contains pictures and page templates that are grouped in collections of related material (page 24).

## To attach files, file shortcuts and Web addresses

Select **View > Attachments** and then select the type of attachment from the **Insert** menu. You can use the Attachments view to access related information without increasing the size of your Notebook file and without having to navigate to files during a presentation.

## To capture the entire screen or part of the screen

In Notebook software, the Screen Capture toolbar allows you to capture your annotations and the application background into a Notebook file. To view this toolbar, select **View > Screen Capture**.




## To capture a file (or part of a file) from another application

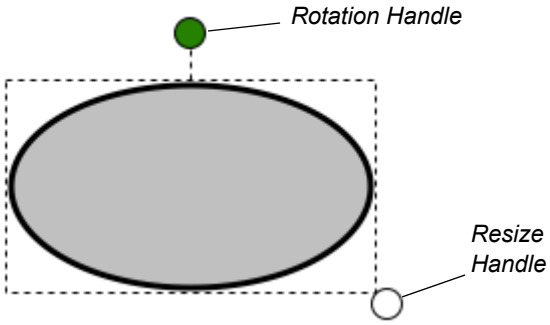
Use the SMART Notebook Print Capture print driver to import a file (or part of a file) into Notebook software from another application (with the file's formatting and page breaks preserved). To do that, open a Notebook file. Then switch to the source application and open the file you want to capture. Select **File > Print** and then select **SMART Notebook Print Capture** from the list of supported printers in the dialog box that appears. This print driver is automatically installed on your system when you install Notebook software. It works like any other printer, except its output is captured in a Notebook file rather than on paper.

## Other ways to add content to a Notebook page

- Cut or copy text or graphics and paste them onto the pages of your Notebook file (or cut and paste an object from one page to another)
- Link an object on the page to a website or a file (page 22)
- Drag text from another application onto your Notebook page

## Editing Objects in Notebook Software

You can modify the objects on a page in either the Whiteboard or Full Screen view. However, before you can edit an object, you must select it. Do this by pressing the object on the interactive screen. If another tool is active, you may need to press the Select button before you press the object in the Whiteboard view. When you select an object, a selection rectangle appears around it, with both a resize and a rotation handle.




**NOTE:** If you select hand-drawn shapes, letters or numbers, a **Convert-to-Text** button will appear in addition to the resize and rotation handles.

You can select multiple objects by dragging the pointer to draw a rectangle around them, or by holding down the SHIFT key as you press each one. To select all the objects on a page, press **Edit > Select All**.

After you select one or more objects, you can edit them in a variety of ways. For example, you can:

- copy or move objects (page 21)
- rotate and resize objects (page 21)
- group or ungroup objects (page 21)
- move objects to the background and retrieve them later (page 21)
- reorder objects within a stack (page 22)
- modify an object (page 22)
- link objects to a website or a document on your computer (page 22)
- erase or delete objects (page 22)

For complete details on editing Notebook software objects, open the book entitled *Editing Objects* in the Notebook software Help.

## To move or copy an object between pages

In the Whiteboard view, select an object on the current page and drag it to a thumbnail in the Side Sorter to move the object to that page.

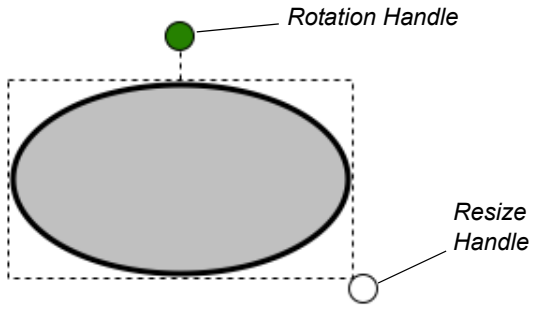
In the Whiteboard view, you can also copy an object by selecting it and pressing **Edit > Copy**. Likewise, you can move an object by selecting it and pressing **Edit > Cut**. Then go to the new location and paste it by selecting **Edit > Paste**.

**TIP**

If you prefer, you can prevent a text box from being moved. To do this, select the text box and then select **Format > Lock Position**.

## To rotate and resize an object

If you like, you can rotate an object to any angle or resize it. To do this, select the object and drag the appropriate selection handle until you're satisfied with the angle or the size.




When you resize a text object, the size of the font doesn't change. To change the font size, select the text, and then select **Format > Font**. See page 22 for more on formatting text.

## To group or ungroup objects

You can group several objects together to make a single object, which you can move, edit and resize at the same time.

To group the objects, select them, and then select **Draw > Group**. If you change your mind, you can easily ungroup them by selecting the group and then selecting **Draw > Ungroup**.

## To move objects to the background or to retrieve them

You can protect specific objects from further modification by placing them in the background, where they can't be selected. With this feature, you can create a constant background and then create, move and change objects over top of it. To move objects to the background, select the objects and then select **Draw > Order > Make Background**.

To access all the background objects, select **Draw > Order > Retrieve Background**.

## To reorder the objects within a stack

When you work with many objects, they can become stacked one on top of another. However, you may want to rearrange them to reveal an object that's otherwise hidden. To do this, select an object, and then select **Draw > Order > Bring Forward** or **Draw > Order > Send Backward** to move the selected object one position forward or backward. To move an object to either the front or rear of the stack, select **Draw > Order > Bring to Front** or **Draw > Order > Send to Back**.

You can place an object over another to hide it during your presentation. For example, write a question and its answer as two objects, but cover the answer with a filled rectangle. When you're ready to reveal the answer to your audience, drag the rectangle away.

## To format text

For text objects, select from the options available on the **Format** menu to change the attributes of all the text in the object. You can change the font, including the size and style, by selecting the **Font** command. If you want, you can bold, underline, italicize and change the color of all the text. To change the attributes of specific words within a text object, select only those words.

Similarly, you can change the appearance of non-text objects by selecting them and then changing their attributes in the **Format** menu.

## To link an object to a website or a file

You can link an object to a Web site by selecting the object and selecting **Insert > Hyperlink**. Then type the Web address or browse to it in the *Insert Hyperlink* dialog box, and press **OK**.

To open a link, press the arrow that appears beside the object. The Web site opens in your browser.

To remove a link, press the **Remove Hyperlink** button in the *Insert Hyperlink* dialog box.

## To erase or delete an object

You can erase any object that you create with a stylus or the Pen button by using the eraser in the pen tray or the **Eraser** pen tool button. For these objects and any other kind of object, you can also delete them using the commands on the **Edit** menu. To do this, select the object and press **Edit > Delete**. To clear all objects from a page, select **Edit > Clear Page**. This action won't delete any background objects (page 21). If you need to do this, retrieve the objects from the background and then delete them.

To remove the entire page from your file, select **Edit > Delete Page**. This option is available in both the Whiteboard and Page Sorter views.

## Managing Notebook Pages and Files

Notebook software lets you control the look and organization of the pages in your Notebook file, as well as the organization of the entire file. For example, you can:

- hide your page content with the screen shade, which is especially useful for presentations and lessons (page 27)
- change the background color of specific pages
- change a page title
- customize your pages with templates. You can access these templates individually or through the Gallery. Also, you can create your own templates and save them for repeated use.
- correct mistakes using the Undo and Redo commands
- save the file in a variety of formats, including a series of images or HTML files, or as a PDF file
- print your file or specific pages from your file

Notebook software includes the Gallery (page 24), which contains collections of page templates and pictures that you can insert on a page. For example, a teacher might store commonly used templates and pictures for a math class in a Math collection and physics templates and pictures in a Science collection.

For more information on Notebook files and pages, see *Working with Notebook Files* or *Working with Notebook Pages* in the Notebook Help.

### To change the background color of a page

You can change the color of your current page by selecting **Format > Background Color** and then selecting a color square from the palette that appears.

### To change a page title

By default, pages in your Notebook file are automatically titled with the date and time they were created. You can make the page title more meaningful. In the Whiteboard view, click once in the **Page Title** box above the main workspace and enter a new title.

### To create a page template

You can preserve a commonly used page layout by saving it as a template. Do this by selecting **File > Save Page as Template**. If the file that you're saving has more than one page in it, SMART Board software saves only the current page as a template. After you save the file, you can insert it on any page in any Notebook file.

### To insert a template onto a page

Select **Insert > Browse for Page Template**. Select a template (in .xbt format) and press the **Open** button for it to appear on your current page. When you insert a page template, it becomes your current template, which appears whenever you select **Insert > Current Page Template**.

### To undo/redo actions

You can reverse an action that you have performed in Notebook software by selecting the **Edit > Undo** command, and you can select the **Edit > Redo** command to repeat an action that you've undone.

### To save your file

After you create your Notebook file, you can select **File > Save** to save it in .xbk format, which you can open with Notebook software for the Windows, Mac OS X or UNIX® operating systems. You can also select **File > Save As** to save the file with a different name.

### To print your file or selected pages from your file

Select **File > Print**. When the *Print* dialog box appears, accept the default settings or change them as necessary to print all the pages or a few selected pages. This dialog box also lets you save the Notebook file as a PDF document.

### To export your file

You can cut or copy text from a Notebook page and paste it into other applications. However, if you want to save your entire file in another format, select **File > Export (PDF, HTML, Images)**. You can export a Notebook file as:

- a series of .jpg, .png or .gif image files, where each page becomes an individual image file
- a series of HTML files, so others can view your file with a Web browser or you can post it to a Web server
- a PDF file

### To use the Gallery

The Gallery is a companion application to Notebook software that contains collections of page templates and pictures. Use these collections (in .xbc format) to add graphics to your Notebook files and to store your most commonly used graphics in easily accessible collections.

Because the Gallery is a separate application, you can leave it open as you work with the other tools in Notebook software. However, you can only use it with Notebook software.

To access the *Gallery* window, select **View > Gallery** and then open a collection or start a new one. With the *Gallery* window open, you can drag a page template or a picture from a collection onto any page in any view. For complete details, open the book entitled *Using a Gallery Collection* in the Notebook software Help.

**TIP**

To replace or remove a template, you must delete the page. If your page has objects on it that you want to keep, drag them to a new page before you do this.

## To modify and organize your Gallery collections

You can store pictures and templates that you use often with other related pictures and templates in a Gallery collection. To add a picture, drag it from the Notebook page onto the **Pictures** tab of the Gallery collection. You can also add pictures to the Gallery collection by selecting **Insert > Clip Art**, and then selecting the file to add. Try to select pictures with file sizes under 1.5 MB.

If there's no relevant collection for the picture or template that you want to add, create your own by selecting **File > New** in the *Gallery* window.

You can augment your collections by selecting **Insert > Browse for Online Content**. Your Web browser opens to the SMART Technologies website, where we'll post new collections as they become available.

You can organize your collections by combining new collections with existing ones. Select **Insert > Additional Collection** and select another .xbc file to add both page templates and pictures from the selected collection to your current collection. You can also give an item a more meaningful name by selecting **Edit > Rename Item**. If you modify a read-only collection (like the collections that come with Notebook software), you must save that collection with another name, because you can't overwrite the original.

**TIPS**

Open a different collection by selecting **File > Open**.

Save your new or altered collections by selecting **File > Save** or **File > Save As**.

Remove an unused item from a collection by selecting it and then selecting **Edit > Delete**.

# Presenting on the Interactive Whiteboard

The SMART Board interactive whiteboard was designed to maximize the power of presentations. A variety of hardware and software features make the job of presenting information easy for the presenter and stimulating for the audience.

If you are presenting with PowerPoint software, you can write over any slide with a pen tray stylus. If you choose not to save your annotations, they disappear when you advance to the next slide. However, you can also save your annotations in either PowerPoint or Notebook software.

## Using the SMART Board Tools

On the interactive screen, you can annotate over your presentation to highlight or emphasize important information and you can jot down notes and suggestions that are made by the audience. Then you can capture these important points and screen annotations into Notebook software with the screen capture tools. Read page 13 for details on using the screen capture tools.

Use SMART Recorder to capture everything you do on the screen as a video file, and you won't miss a single detail. This application sychronizes video and audio in an .avi file. Read page 14 for more information.

To further emphasize important screen elements, use the desktop spotlight. This tool reveals only a specific area while it dims or hides the rest of the screen, focusing your audience's attention.

### To use the desktop spotlight

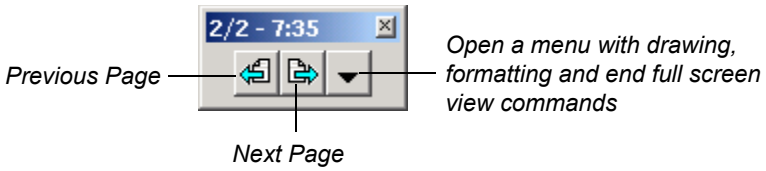
To open the spotlight, click the **Spotlight** button in the Floating Tools. With the spotlight open, you can annotate anywhere on the screen, but you can only activate screen components inside the spotlit area.

You can easily change the spotlight to suit your needs by using the options available from the **Menu** button to modify its shape and transparency. You can also move, resize or rotate the spotlight just by dragging it, so it displays the screen area that you want shown. To remove the Spotlight, press **Menu > Exit**.

When you change the spotlight's transparency setting, you're actually specifying how much the non-spotlit area of the screen is visible. Choosing a higher percentage of transparency makes the non-spotlit area of the screen more visible.

## Presenting Your Notebook File

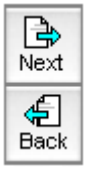
After you create your presentation in the Whiteboard view, deliver it using the Full Screen view. This view maximizes the viewing area of the screen by minimizing the toolbar clutter, and includes a three-button navigation toolbar (the Full Screen toolbar). You can use this toolbar to navigate through your presentation, end the full screen view, use the screen shade, access the drawing tools, open a Gallery collection and format objects.




***Full Screen Toolbar***

### To use the screen shade

When you deliver your presentation, you might not want to reveal the content of each page all at once. In this case, activate the Screen Shade to hide each page with an opaque cover. To do this, press the **Menu** button and select **Screen Shade**. To reveal your page, draw the shade by dragging it down. The thumbnail images in the Side Sorter remain visible, so you can still navigate through your file with the Screen Shade active in the Whiteboard view.




**TIPS**

In any view, you can navigate through the pages of your Notebook software presentation by pressing:

- the **Next Page** button on the pen tray or the function buttons on the Sympodium interactive pen display

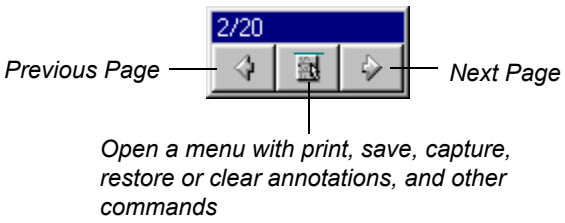
  **NOTE:** You can also set up the other pen tray button to function as a **Previous Page** button. For detailed instructions, see *Modifying the Pen Tray Tools, the Pen Tool Buttons or the Function Buttons* on page 10.

- the **Next Page** or **Previous Page** buttons in Notebook software
- the RIGHT ARROW or LEFT ARROW keys on your keyboard

In addition you can press any Side Sorter thumbnail in the Whiteboard view to go to the corresponding page.

## Using PowerPoint Software

SMART Board software includes a specialized toolbar which appears when you start a Slide Show in PowerPoint software. For complete details, refer to the book entitled *Using PowerPoint on an Interactive Display* in the SMART Board tools Help.




### To save your annotations

You can save your annotations with your PowerPoint file by pressing the **Menu** button and selecting **Save Annotations to PowerPoint**. If you prefer to automatically save the annotations on the current slide when you advance to a new one, press the **Menu** button and select **Settings > Auto-Save Annotations on Slide Advance**.

**NOTE:** Be sure to save your PowerPoint file. If you forget to do this, your annotations won't be retained after you exit PowerPoint software.

If you prefer, you can save your annotations and the underlying slide in a Notebook file. To do this, press the **Menu** button and select **Capture to Notebook**.

### To use the black screen effect

When you deliver a presentation with PowerPoint software, you may want to temporarily divert attention away from the screen. You can do this by using the black screen effect. Press the **Menu** button and select (check) **PowerPoint Commands > Black/Unblack Screen**. When you're ready to return to the normal view, press the **Menu** button and select (uncheck) **PowerPoint Commands > Black/Unblack Screen** again.

**TIPS**

To advance your presentation by one slide, press twice on the screen, making the second press to the *right* of the first.

To reverse your presentation by one slide, press twice on the screen, making the second press to the *left* of the first.

# Using Multiple Displays

You can operate multiple SMART interactive products simultaneously from the same computer.

For front projection SMART Board interactive whiteboards, you'll need a projector for each unit, and one of the following:

- a separate video card for each projector and interactive whiteboard
- a video card that splits the video signal into multiple signals
- a connection to the computer's video card for each projector
- a video distribution amplifier between the computer and the projectors

You have three options for using multiple displays in projected mode. You can:

- display an identical desktop on every interactive whiteboard, so people in various locations can see the same image
- display different parts of one desktop on each interactive whiteboard (for example, one application on one screen and a different application on another)
- display the same application split across more than one interactive whiteboard, so you can use the wider display surface to show greater detail

  **NOTE:** You must orient each display separately.

For detailed instructions about setting up multiple displays, refer to the book entitled *Multiple Interactive Whiteboards* in the SMART Board tools Help.

## Displaying the Same Image on Multiple Displays

With this setup, anything you do on one interactive screen is displayed on *all* connected interactive screens. Also, each interactive screen has touch control. More than one person can write over a projected application at a time, with the exception of Notebook software, where only one person can write on an interactive screen at a time.

To send the same desktop image to more than one interactive screen, you must do one of the following:

- connect the projectors in a daisy-chain pattern
- use a distribution amplifier to send the same signal to more than one projector

## Displaying Different Applications on Multiple Displays

With this setup, you can display one application on one interactive whiteboard and another application on a different interactive whiteboard, with touch control on all displays. More than one person can write over a projected application at a time, with the exception of Notebook software, where only one person at a time can write on an interactive screen.

For this setup, you must do one of the following:

- connect each projector to a separate video card on your computer
- have a video card that splits the video signal into multiple signals, so you can send each projector its own signal

**NOTE:** You may need to change the display settings on your computer to reflect your configuration. For more information, read the documentation for your video card.

### To move an application window from one display to another

1. Make sure the application isn't in full screen mode.
2. Drag the application sideways until you see it on the other screen.
3. On the other screen, move the application to a convenient location.

## Displaying Applications over Multiple Displays

With this setup, you can display one application across multiple interactive whiteboards to enlarge the view and show greater detail, while having touch control on all displays. More than one person can write over a projected application at a time, with the exception of Notebook software.

To display an application across multiple screens, you must do one of the following:

- connect each projector to a separate video card on your computer
- have a video card that splits the video signal, so you can send a signal to each projector

### To split an application across more than one display

1. Open the application.
2. Make sure this application isn't in full screen mode.
3. Drag the application window sideways past the interactive whiteboard's frame.

   A portion of the application window moves to the adjacent interactive whiteboard.
4. At the other display, resize the application window until you can see it properly on the display.

# Using SMART Board Software in Non-Projected Mode

**CAUTION**

If you own a SMART Board interactive whiteboard with an OptiPro™ surface, disregard this section. The OptiPro surface is optimized for use with a projector and should not be marked with dry-erase ink.

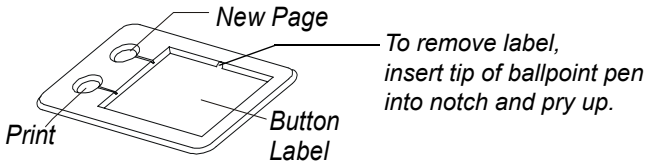
Also, if you have a *Rear Projection* SMART Board interactive whiteboard, SMART Board *for Flat-Panel Displays* interactive overlay or Sympodium interactive pen display, don't use SMART Board software in non-projected mode.

In Non-Projected (Whiteboard) mode, you can write on the screen with dry-erase markers just as you would on an ordinary whiteboard. However, unlike an ordinary whiteboard, what you write is simultaneously displayed on a Notebook page.

In this mode, the computer automatically scales the entire surface of the SMART Board interactive whiteboard into an image the size of the writing area of Notebook software. Since this scaling is automatic, you don't need to perform an orientation procedure.

## Setting Up the Pen Tray for Non-Projected Use

When you set up the pen tray that comes with your SMART Board interactive whiteboard, remove the **Projection** button label from the label recess, revealing the **Whiteboard Mode** button label underneath.




This label matches the default settings of SMART Board software in non-projected mode. Remember that you can still change the default settings for these buttons (page 10).

The upper pen tray button is the **New Page** button, which is a very important button for non-projected use. When you press this button, a new page opens in the current Notebook file for receiving your notes. The bottom button is the **Print** button, which sends your current page of notes to the computer's default printer.

To equip the pen tray, purchase a set of high-quality dry-erase markers in black, blue, red and green to use with the interactive whiteboard. Place each pen in the matching color slot of the pen tray.

## Setting Up SMART Board Software for Non-Projected Use

When you initially install SMART Board software, it is set to the default Projected (Mouse) mode. However, if you're using your interactive whiteboard without a projector, you should change the software mode to Non-Projected (Whiteboard) in the *SMART Board Control Panel*. Otherwise, when you write anywhere other than on the Notebook page, you may accidentally activate menu commands or other program elements.

### To switch SMART Board software to the Non-Projected mode

1. Click the **SMART Board** icon and select **Control Panel**.

   The *SMART Board Control Panel* opens.
2. On the **Boards** tab, click the **Non-Projected (Whiteboard Mode)** option.
3. Click **OK**.

## Working with Your Notes in Non-Projected Mode

Open Notebook software. As soon as you write on the interactive whiteboard in Non-Projected mode, you can see your annotation on the Notebook page.

If you don't want to keep your annotations, simply erase the dry-ink markings on the interactive whiteboard. This erases the electronic ink on the computer as well.

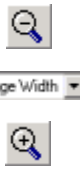
To keep your annotations, save your Notebook file (page 24).

To annotate on a new page, press the **Insert Blank Page** button in Notebook software. With this blank page open, erase the dry-erase ink on your interactive whiteboard and create a new set of notes.

# Appendix: Shortcuts in Notebook Software

| Action | Standard Toolbar Button | Simple Toolbar Button | Menu Access | Keyboard Shortcut | Comments |
|---|---|---|---|---|---|
| **Adding an Object**<br>Circular object | | | Draw > Ellipse | CTRL+6 | Drag to create an ellipse |
| Freehand object | | | Draw > Pen | CTRL+2 | Drag to create freehand annotations |
| Highlighter ink | | | Draw > Highlighter | CTRL+3 | Drag to highlight |
| Line | | | Draw > Line | CTRL+7 | Drag to create a line |
| Picture | | | Insert > Clip Art | | Inserts a picture from a file |
| | | | Insert > Picture from Scanner | | Inserts a graphic file from your scanner |
| | | | View > Gallery | | Opens the *Gallery* window (page 24) |
| Rectangle | | | Draw > Rectangle | CTRL+5 | Drag to create a rectangle |
| Shape | | | Draw > Shapes | CTRL+8 | Drag to create the selected shape |
| Text box | | | Draw > Text | CTRL+9 | Drag to create a text box |
| **Adding Page Elements**<br>Page | | | Insert > Blank Page | | Inserts a page *after* the current page |
| Page color | | | Format > Background Color | | Colors only the current page |
| Page template | | | Insert > Browse for Page Template | | Selects a page template |
| | | | Insert > Current Page Template | | Inserts the previously selected page template |
| Page title | | | Edit > Page Title | | Type to edit the page title |
| **Attaching**<br>Files | | | Insert > Copy of File | | Only in Attachments view |
| Hyperlinks | | | Insert > Hyperlink | | Only in Attachments view |
| Shortcuts to files | | | Insert > Shortcut to File | | Only in Attachments view |

| Action | Standard Toolbar Button | Simple Toolbar Button | Menu Access | Keyboard Shortcut | Comments |
|---|---|---|---|---|---|
| **Changing Objects**<br>Color | | | Format > Current Color | | Applies to the selected object or the next object you create |
| Color fill | | | Format > Fill Color | | Applies to the selected object or the next object you create |
| Convert handwriting to typed text | | | Edit > Recognize | | Converts handwriting to typed text |
| Link to other info | | | Insert > Hyperlink | | Opens the *Link* dialog box for you to add or remove a link |
| Outline width | | | Format > Line Width | | Applies to the selected object or the next object you create |
| Transparency | | | Format > Transparency | | Applies to the selected object or the next object you create |
| **Changing Text Appearance**<br>Bold | | | Format > Bold | CTRL+B | Applies to the selected text or the next text you create |
| Color | | | Format > Current Color | | Applies to the selected object or the next object you create |
| Italicise letters | | | Format > Italics | CTRL+I | Applies to the selected text or the next text you create |
| Font and font size | | | Format > Font | | Applies to the selected text or the next text you create |
| Underline letters | | | Format > Underline | CTRL+U | Applies to the selected text or the next text you create |

| Action | Standard Toolbar Button | Simple Toolbar Button | Menu Access | Keyboard Shortcut | Comments |
|---|---|---|---|---|---|
| **Displaying** Attachments view | | | View > Attachments | ALT+3 | Displays a view for attaching files, shortcuts to files and hyperlinks |
| Different toolbar | | | View > Simple Toolbar | CTRL+T | Switches between the Simple and Standard toolbar |
| Full Screen view | | | View > Full Screen | ALT+ ENTER | Displays the optimal view for delivering presentations |
| Magnified or reduced view |   | | View > Zoom | | Changes the viewing size of Notebook pages |
| Next page | | | View > Next Page | PAGE DOWN | Displays the next page. Full Screen Toolbar: |
| Page Sorter view | | | View > Page Sorter | ALT+2 | Display the optimal view for rearranging pages |
| Previous page | | | View > Previous Page | PAGE UP | Displays the previous page. Full Screen Toolbar: |
| Whiteboard view | | | View > Whiteboard | ALT+1 | Displays the optimal view for creating and revising notes |
| **Exiting Notebook software** | | | File > Exit | | Exits Notebook software |
| **Opening a File** Existing | | | File > Open | CTRL+O | Opens a file |
| New | | | File > New | CTRL+N | Creates a file |
| **Opening a Tool** Gallery | | | View > Gallery | | Opens the *Gallery* window |
| Help | | | Help > Contents | F1 | Displays the Contents tab for Notebook software help |
| | | | | | For context-sensitive help, click this button and the interface component you want to know more about |
| | | | Help > Notebook Tutorial | | Teaches you how to use Notebook software |

| Action | Standard Toolbar Button | Simple Toolbar Button | Menu Access | Keyboard Shortcut | Comments |
|---|---|---|---|---|---|
| Screen Capture toolbar | | | View > Screen Capture | | Opens the Screen Capture toolbar |
| Screen Shade | | | View > Screen Shade | | Covers your page with an opaque shade |
| **Selecting an Object**<br>All objects | | | Edit > Select All | CTRL+A | Surrounds all objects on the current page with selection handles |
| Individual objects | | | Draw > Select | CTRL+1 | Allows you to select (left-click) objects |
| Multiple objects | | | Draw > Select | CTRL+1 | Hold down the SHIFT key while pressing the objects.<br>You can also drag the pointer to draw a selection rectangle around the objects you want to select. |
| **Printing**<br>File | | | File > Print | CTRL+P | Prints all or selected pages in the file |
| **Removing**<br>An object | | | Edit > Delete | DEL | Deletes the selected object |
| | | | Draw > Eraser | CTRL+4 | You can also use the physical eraser |
| | | | Edit > Cut | CTRL+X | Places the object on the clipboard |
| Objects from a page | | | Edit > Clear Page | CTRL+L | Removes all objects on the page |
| Page | | | Edit > Delete Page | CTRL+D | Deletes the entire page |

| Action | Standard Toolbar Button | Simple Toolbar Button | Menu Access | Keyboard Shortcut | Comments |
|---|---|---|---|---|---|
| **Rearranging Objects**<br>Group | | | Draw > Group | CTRL+G | Groups the selected objects into one object |
| Copy selected object | | | Edit > Copy | CTRL+C | Copies the selected text to the clipboard |
| Copy text | | | Edit > Copy as Text | | Copies the selected handwriting and inserts it in the clipboard as typed text |
| Lock text in place so it can't be moved | | | Format > Lock Position | | Locks the selected text object in place |
| Move to the background | | | Draw > Order > Make Background | CTRL+M | Moves the selected objects to the background |
| Paste from clipboard | | | Edit > Paste | CTRL+V | Pastes the contents of clipboard |
| Retrieve from the background | | | Draw > Order > Retrieve Background | CTRL+K | Retrieves *all* objects from the background |
| Ungroup objects | | | Draw > Ungroup | CTRL+R | Ungroups the selected objects |
| Stack | | | Draw > Order > Bring to Front | CTRL+ SHIFT+ PAGE UP | Moves the selected object(s) to the front of the stack |
| | | | Draw > Order > Send to Back | CTRL+ SHIFT+ PAGE DOWN | Moves the selected object(s) to the back of the stack |
| | | | Draw > Order > Bring Forward | CTRL+ PAGE UP | Moves the selected object(s) one layer forward |
| | | | Draw > Order > Send Backward | CTRL+ PAGE DOWN | Moves the selected object(s) one layer deeper |
| **Saving**<br>File | | | File > Save | CTRL+S | Keeps the same file name and file type |
| | | | File > Save As | | Use this action to give the file a different name and/or format |
| | | | File > Export (PDF, HTML, Images) | | Use this action to save the file in a format that other applications can use |
| Page template | | | File > Save Page as Template | | Saves the current page as an .xbt file |
| **Undoing/Redoing**<br>Undo | | | Edit > Undo | CTRL+Z | Reverses the effect of the last action |
| Redo | | | Edit > Redo | CTRL+Y | Reinstates an undone action |

# Customer Support

## Contacting SMART Technical Support

SMART's Technical Support team welcomes your call. However, you may first want to contact your local reseller if you experience any difficulty with SMART Board software, as they may be able to solve the problem without delay.

All SMART products include free telephone, fax and e-mail support.

**Telephone:** 1.866.518.6791 (toll-free in Canada/U.S.) or +1.403.228.5940 (all other countries)
(Available 7 a.m. – 6 p.m. Mountain time from Monday to Friday)

**Fax:** +1.403.806.1256

**E-mail:** support@smarttech.com

**Website:** www.smarttech.com/support

When you phone Technical Support, it will be helpful if you have access to your SMART product and a computer running SMART Board software during the call. The support representative may ask you for the following information:

- the serial number of the unit
- the version of the software that's causing the problem and the version of your computer's operating system

## General Inquiries

**Main Switchboard:** 1.888.42.SMART (toll-free in Canada/U.S.)
or +1.403.245.0333 (all other countries)

**Fax:** +1.403.228.2500

**E-mail:** info@smarttech.com

**Address:** SMART Technologies Inc.
Suite 300, 1207 – 11th Avenue SW
Calgary, AB  CANADA  T3C 0M5

## Returning Defective Merchandise

All SMART Board 500 series interactive whiteboards, all *Rear Projection* SMART Board models and Sympodium interactive pen displays are covered by a two-year limited equipment warranty. All SMART Board *for Flat-Panel Displays* models are covered by a one-year limited equipment warranty. To return defective merchandise, call SMART Technical Support. You will receive the appropriate Return of Merchandise authorization and instructions for transporting your unit to an authorized service center.

### Warranty Shipping Charges

You are responsible for transporting the system to the service center, and SMART pays return shipping via ground service on any product that's returned for service within the warranty period. If you request a *rush order*, any associated charges are billed to you. Read the warranty that was included with your SMART product for details.

**NOTE:** After the warranty period, you are responsible for transporting the product to and from the service center.

## Registration

A User Registration card was included with your SMART product.
To help us serve you, fill in and mail this card to SMART Technologies Inc.
or register online at: www.smarttech.com/registration.

## Sending Feedback

You can help us improve our documentation by e-mailing your comments to: TechnicalDocumentation@smarttech.com. We'd love to hear from you!

## Obtaining More Information for Your Product

Visit www.smarttech.com/support to:

- download PDF versions of our user guides, installation instructions and more
- read technical bulletins, FAQs and tips
- troubleshoot a problem
- explore our resource centers to learn about conferencing and room control systems

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